

No-Contact Services

HOORAY!! We're coming back (slowly)!! The Shepherdstown Public Library is pleased to announce that it will start to offer limited material pick-up services beginning Monday, June 1st. For now, you may begin returning your materials through the book drop and begin placing holds through our catalog. Please read this announcement carefully as it contains important information about this limited service.

Hours: Monday through Friday, 10:00 AM to 4:00 PM.

Pick-up services only beginning Monday, June 1, 2020.

You may request items by placing a hold online or by speaking directly with a librarian.

To place a hold online:

- Go to lib.shepherdstown.wv.us
- Use the “Search the Catalog” function.
- Log in to your account to place the hold. (If you need help, contact the library.)
- When you receive an email stating that your hold is available, please contact the library to arrange a time for pickup. Generally, it will be on the following business day.

To speak with a library staff person:

- Call us at 304-876-2783.
- You may request a specific title or ask the librarian to assist you with making a selection.
- You will be limited to a total of **three items** per adult transaction and **five items** per child per week.
- Your materials will be checked out and made available for pick up the following day.

You may also email your request to:

Adults: taylor_h@martin.lib.wv.us

Children: splchild@martin.lib.wv.us

How to pick up your materials:

After you have been alerted via email or phone that your materials have been put aside, you will be asked to come the following day to give us a chance to pull the books and put them in a paper bag with your name on it. When the items are ready, you may visit the library pick-up window located at the front door on German Street. Please maintain the physical distance requirement of 6 feet. There will be a staff member inside the building if you need assistance. This is a contactless pick up and you will not enter the building. Your books will be in a paper bag on the table in front of an acrylic shield. If you prefer to remain in your vehicle, you may pull up behind the library and call us to let us know that you are here. Please let us know the color of your vehicle and open your trunk. **Our library policy states that appropriate dress is required at the library. During a pandemic, wearing a mask is appropriate dress. PLEASE WEAR A MASK.**

Additional information:

- All check out periods are three weeks only. Automatic renewals are temporarily unavailable.
- Please return your materials promptly so that others may enjoy them.

- All of our materials are temporarily “fine-free.” You will not accrue fines for overdue materials. For the safety of our staff, the library is operating with a reduced number of staff in the building. All staff are appropriately social distanced and wearing personal protective equipment. All efforts will be made to minimize contact with materials. Because of these restrictions, you may experience long hold and wait times. We will do our best to take your calls and place holds as quickly as we can, but it is likely that you may be asked to wait longer than you are accustomed to. Please be patient with our staff as we adapt to this new situation.

Materials Return:

Thank you for holding your materials at home for the last two months. You may now return them to the library in the outside book drop only. All returned materials will be placed in quarantine for at least 72 hours.

Due to the cancellation of the Fosl Book Sale, the library will not be accepting donations for the remainder of the year. If you have a few items to donate, please add them to the ‘Little Free Library’ in front of the Community Club.

THANK YOU FOR YOUR PATIENCE! WE APPRECIATE YOU!